



Application for Employment

Position applied for:	Enrolment Administrator
Return completed form to:	MIS and Exams Manager AHoward@odils.com

Personal Details

Surname:	Forename:	Title:
Previous surname:	Date of Birth: (DD/MM/YYYY)	Contact numbers: Home: Mobile:
Home Address:		
Email Address:		
Are you eligible to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have a work permit, what is the expiry date?		
National Insurance Number:		



Employment history

For internal applications Present post:	Job title:
For external applications only Most Recent Employer:	Start date/End date
Salary and benefits:	
Main duties and responsibilities:	



Previous posts (please start with the most recent):

Job title:	Employer:	Dates (from-to):	Salary:

Education and Training – Please list all qualifications and grades.

School, University, College or establishment:	Dates attended From:	Dates attended To:	Qualifications/grade:



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If invited to attend an interview, you may be required to bring along your original qualification certificates for validation

Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):	Date
Professional Memberships (Grade of membership & date of selection)	Date



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Supporting Statement

Once you have read the Job Description, think carefully about your application and the extent to which you have the skills, knowledge and experience the post needs and summarise below why you feel you would be the best candidate for the position. All your past work experience and voluntary work can be relevant, so if it is appropriate do include details on your application form.

The submission of a CV is not considered appropriate as an alternative to the completion of the formal application form although, it is acceptable in addition.

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Other details (for external applications only)

What is the notice required in your present post?

Is your present post your sole regular employment?

Yes

No

Do you have a full driving licence?

Yes

No

Do you have any current endorsements?

Yes

No

Do you have use of a car?

Yes

No

Where did you see the advertisement for the post?

Disabilities



<p>Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability?</p>	<p>Yes</p>	<p>No</p>
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If "yes", please give brief details of any information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010:

Convictions

This post is, or maybe exempt from the provisions of Section (4) (2) of the Rehabilitation of Offenders Acts 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants must disclose information about convictions (not protected cautions or convictions). In the event of employment, any failure to disclose relevant convictions could result in dismissal or disciplinary action by the organisation.

- Have you ever been convicted of a criminal offence? Yes No

If Yes : Please provide details of your record in a sealed envelope marked confidential.

Please sign to confirm that you are not on List 99, disqualified from working with children, or subject to any sanctions imposed by a regulatory body (ie General Teaching Council); and you either do not have

Signed _____
Date: _____

Vulnerable Adults & Child Protection

Disclosure Check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with vulnerable adults or children.

Complete the attached voluntary disclosure form, and return it in a sealed envelope addressed to Cassie Roberts(the person responsible for processing DBS checks) with whom you are welcome to discuss any aspects of this procedure.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.



Employee's signature:

Date:



References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.

1. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Time known:	Time known:
May references be taken up before interview? YES/NO	May references be taken up before interview? YES/NO



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Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them.

I hereby give my consent to ODILS processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Employee's signature:

Date:

Note: Any false, incomplete or misleading statements may lead to dismissal.